

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OIT Briefing at Information Systems Board Offsite Meeting
on 5 November 1987

FROM:

EXTENSION

NO.

ER 4558-87

DATE

20 October 1987

TO: (Officer designation, room number, and
building)

DATE

OFFICER'S
INITIALSCOMMENTS (Number each comment to show from whom
to whom. Draw a line across column after each comment.)

RECEIVED

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Executive Registry
7E12 HQS

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ER 4558-87
20 October 1987

MEMORANDUM FOR: Director of Information Technology

FROM:

Special Assistant to the Executive Director

SUBJECT: OIT Briefing at Information Systems Board
Offsite Meeting on 5 November 1987

1. You are invited to update the ISB during the upcoming offsite meeting on your plans for the Office of Information Technology. One hour has been reserved for your presentation and discussion on 5 November at 18:30.

2. During the course of your remarks, please:

- summarize progress in modernizing applications, workstations and telecommunications systems;
- describe efforts to focus attention on customer service; and
- discuss the near-term and long-range goals and priorities for the office.

There will be an overhead projector in the meeting room. Please let me know of any special requirements, such as audio-visual equipment.

/signed/

DCI/EXDIR, (20 Oct 87)

Distribution:

Orig - Addressee
1 - ER
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